How to Register for a KEAP Account and How to Update Your KEAP Account

KEAP Registration

The Kansas Environmental Application Portal (KEAP) is a website that offers access to a variety of web applications which KDHE makes available to the public. In order to use these applications, you will need to register for an account at: http://keap.kdhe.state.ks.us/ by clicking on the words “Not Registered” beneath the login area, as seen in Figure 1.

Welcome to KEAP

This is a website for use by individuals to access Kansas Department of Health and Environment (KDHE) environmental applications.

![Air](image)

Environmental Field Services

Environmental Health

Figure 1: KEAP Website with "Not Registered" circled
This will take you to a screen labeled “New User Registration Progress Summary.” This summary will reappear at different points during the registration process, in order to show you what you have accomplished so far. In order to proceed, please click on the button at the bottom of the page, labeled “Continue to Step 1...”

![Registration Progress Summary](image)

**Figure 2: Registration Progress Summary, with "Continue to Step 1" circled**
This will take you to the next screen, labeled “Step 1: General User Information,” as seen in Figure 3. You will need to fill in the information requested. Please keep track of the security question you choose and the answer you assign; you can use this information to reset your password later on if need be. When you are finished, click on “Continue to Step 2” at the bottom of the page.

![Figure 3: General User Information, with "Continue to Step 2" circled](image-url)
This will take you to an updated version of the Registration Progress Summary, with a button at the bottom labeled “Continue to Step 2…” Clicking on this, will take you to a page labeled “Step 2: Choose Application(s) Access, as seen in Figure 4. At this point, please choose an application from the drop-down list. The two applications overseen by the Public Water Supply Section at this time are Drinking Water Watch and the Public Water Supply Data Collector. If you need to add an additional application, you will have the chance to do so later in the registration process. When you have chosen an application from the list, click on the button labeled “Add New” at the bottom of the page.

Figure 4: Choose Application Access, with "Add New" circled
This will take you to another screen, labeled “Step 2: CONTINUED: Choose Organization Associations for the requested application, Drinking Water Watch.” An example of this screen can be seen in Figure 5. Please choose an organization (such as a city or a rural water district) from the drop-down list, fill in the information requested in the boxes below the list, and click on “Create Association” at the bottom of the page. Please note that the list is alphabetical, with city names in the format “Wichita, City of” and rural water districts in the format “Cowley Co RWD 1.”

![Figure 5: Step 2 Continued, with "Create Association" circled](image)

After this, you will be taken to a screen summarizing your “Declared Associations” (meaning the application and organization that you have chosen so far). The text will ask whether you have more organizations to declare for the requested application. For instance, a water operator working for two different cities might want to have access to the Drinking Water Watch information on both cities. If you do wish to
associate another organization with the web application you have selected, click on the button labeled “Yes I have additional organization associations to declare for this application.” This will take you back to the screen shown in Figure 5, and the process will repeat until you have associated all the desired organizations with the web application you had already chosen. At that point, click on the button labeled “No I have declared all the organization associations that I need for this application.”

This will take you to another page summarizing which web applications have been chosen so far, with a question about whether you need access to additional applications. For instance, water system personnel may need access to both Drinking Water Watch and the Public Water Supply Data Collector. In this case, you would click on the button labeled “Yes, I need to request additional application access.” This would take you through the whole process of selecting an application and associating organizations with the application, as seen in Figures 4 and 5. When all desired applications and organizations have been added, click on the button labeled “No, I have requested access to all applications needed.” This will take you to an updated version of the Registration Progress Summary screen, showing that you have completed the first two steps in the registration process. Click on the button at the bottom labeled “Continue to Step 3…”

This will take you to a screen labeled “Step 3: Choose Primary Organization,” as shown in Figure 6. Please select one organization to be designated as your primary organization. If you only have one organization, please select this organization as your primary organization. The primary organization is a program-based requirement. The organization selected makes no difference to access and authorization privileges. When you have selected a primary organization, click on the button at the bottom labeled “Make My Primary Organization.”
Figure 6: Step 3 with "Make Primary Organization" circled

This will take you to another Registration Progress Summary, showing that you have completed the first three steps. Click on the button labeled “View and Complete” to review your personal information, the applications you have chosen, and the organizations you have associated with your applications. Please make sure your contact information is accurate, including your email address. After any final changes have been made, click on the button labeled “Complete” to submit your information to KDHE. Your information will then be vetted and sent on to KDHE’s Computer Services section, which will create a user name and temporary password for you, and send them to you in two separate emails (one for the user name and one for the password). If you do not see these emails within a week of registration, please contact Christi Huard (785-296-7111 or chuard@kdheks.gov) for assistance.

Resetting Your Password

In order to reset your password, click on the words “Forgot My Password” beneath the login area on the main KEAP page, as shown in Figure 6.
Adding New Organizations and Applications to Your Account

You may at some point wish to add new applications to your account as they become available, or to associate additional organizations with your account. To do this, log in as usual on the main KEAP page and then click on “Request Additional Apps & Org Associations” on the right hand side of the screen, as shown in Figure 8. This will take you through the same process as Step 2 of the registration process described earlier.
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- Air
- Environmental Field Services
- Environmental Health
- Environmental Remediation
- Waste Management
- Water

Figure 8: KEAP Main Page with "Request Additional" circled